# BY ORDER OF THE COMMANDER AIR FORCE RESERVE COMMAND

AIR FORCE RESERVE INSTRUCTION
21-108

15 MAY 2012

Maintenance

STRANDED AIRCRAFT RECOVERY PROCEDURES



# COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-

Publishing website at www.e-Publishing.af.mil

**RELEASABILITY:** There are no releasability restrictions on this publication

OPR: HQ AFRC/A4OP Certified by: HQ AFRC/A4

(Colonel George J. Pierce)

Pages: 18

This instruction implements Air Force Policy Directive (AFPD) 21-1, Air and Space Maintenance. It provides policy and procedures governing aerospace equipment maintenance management for Air Force Reserve Command (AFRC). This instruction applies to AFRC unit equipped (UE), Active Associate and Air Reserve Component Associates when AFRC is the lead organization. This instruction does not apply to AFRC Classic Associate maintenance units or the Air National (ANG). Refer recommended changes, supplements and questions about this publication to HQ AFRC/A4OP from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management (AFRIMS) Records Disposition located System Schedule (RDS) at https://www.my.af.mil/afrims/afrims/rims.cfm. Send comments, questions, suggested improvements to this publication on AF Form 847, Recommendation for Change of Publication through channels to HQ AFRC/A4OP, 155 Richard Ray Blvd. Robins AFB, GA 31098-1635. See Attachment 1 for a glossary of references and supporting information.

### SUMMARY OF CHANGES

This is a new publication within AFRC. Therefore, the AFRCI must be completely reviewed.

| Chapter 1- | FORCE GENERATION CENTER RESPONSIBILITIES                        | 3  |
|------------|---|----|
| 1.1        | Force Generation Center (FGC).                                  | 3  |
| 1.2        | Mobility Air Forces (MAF) Aircraft Recovery:                    | 3  |
| 1.3        | Air Force Special Operations Command (AFSOC) Aircraft Recovery: | 3  |
| 1.4        | CAF Aircraft Recovery:  | 4  |
| 1.5        | Aircraft Recovery not supported by other MAJCOMS:               | 4  |
| Chapter 2- | -UNIT RESPONSIBILITIES  | 6  |
| 2.1        | Maintenance Group Commander Responsibilities.                   | 6  |
| 2.2        | MOC Responsibilities.   | 6  |
| 2.3        | The Maintenance Recovery Team (MRT) Chief Responsibilities      | 8  |
| 2.4        | Production Superintendent Responsibilities.                     | 11 |
| 2.5        | Manpower Funding Requirements:                                  | 12 |
| Chapter 3- | -AIRCREW RESPONSIBILITIES                                       | 13 |
| 3.1        | Aircraft Commander Responsibilities for Stranded Aircraft       | 13 |
| 3.2        | Crew Chief/MEGP Responsibilities.                               | 14 |
| Chapter 4- | LRS AND SUPPLY PROCEDURES AND RESPONSIBILITIES                  | 15 |
| 4.1        | Supply Procedures:  | 15 |
| 4.2        | Responsibilities:   | 15 |
| 4.3        | Funding Aircraft Repairs on AFRC Missions (Reference:           | 15 |
| 4.4        | Munitions Requirements:   | 16 |
| Attachmen  | t 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION           | 17 |

#### FORCE GENERATION CENTER RESPONSIBILITIES

- **1.1. Force Generation Center (FGC).** The(FGC) is AFRC's Command and Control (C2) component and is the focal point for all matters affecting current operations in execution within the AFRC C2 system.
  - 1.1.1. The AFRC FGC 24-hour/7-day contact is the Battle Watch, 1-800-223-1784 x497-0686 or DSN:497-0686 or Com: 478-327-0686 that provides a single entry point for all request for AFRC support. The FGC provides expeditious logistics support by initiating and controlling recovery actions for AFRC aircraft that are on AFRC missions that are not mission capable (NMC) or have reported mission essential (ME) discrepancies away from home station. The FGC supports aircraft recovery by coordinating the movement of Maintenance Recovery Teams (MRT), parts, and equipment (as applicable) through the transportation system to support NMC aircraft off station. AFRC FGC has the authority to direct, control, and task subordinate units for personnel, parts, and equipment as well as coordinating transportation requirements.

## 1.2. Mobility Air Forces (MAF) Aircraft Recovery:

1.2.1. MAF Aircraft on AMC/AFRC Missions: It is the responsibility of the aircrew to first contact their home station to coordinate recovery efforts. In the event the home station cannot support the recovery effort aircrew should contact AFRC FGC for CONUS missions by calling AFRC Battle Watch 1-800-223-1784 x497-0686 or DSN:497-0686 or Com: 478-327-0686. For OCONUS mission refer to guidance in AMCI 21-108 Logistics Support Operations for reach back communication CONOPS. AMC XOCL can be contacted by calling Toll Free Commercial 1-800-AIR-MOBL, options 2, then 1; Commercial, 618-229-0363; STE DSN 576-2425. If normal telephone communication is unavailable, use the most expeditious means possible to contact XOCL. Suitable systems include any of the following: Email at tacc.xocl@scott.af.mil, Satellite Communications (SATCOM DAMA-3), Global Decision Support System (GDSS), International Maritime Satellite (INMARSAT) phone, FAX. MRTs may contact XOCL via DSN FAX (779-7907), Commercial FAX, (618-229-7907). **XOCL** Division Chief **SIPRNET** capability. possesses **Email** at tacc.xocl@amc.af.smil.mil.

## 1.3. Air Force Special Operations Command (AFSOC) Aircraft Recovery:

- 1.3.1. AFSOC Aircraft on Non-AFSOC missions: The aircrew or senior maintenance representative with the stranded aircraft contacts their home station Aircraft Maintenance Squadron (AMXS)/MOC. After debriefing, the AMXS recommends a recovery strategy to the MXG/CC. The MXG/CC decides if recovery is best accomplished organically or if assistance is needed. If assistance is required refer to guidance in AFSOCI 21-108, *Combat Logistics Operations*. In the event the recovery effort cannot be supported by home station or AFSOC, contact AFRC FGC for assistance by calling AFRC Battle Watch 1-800-223-1784 x497-0686 or DSN:497-0686 or Com: 478-327-0686.
- 1.3.2. For AFRC/AFSOC aircraft on AFSOC missions refer to guidance in AFSOCI 21-108. This process includes oversees and AFSOC funded events stateside.

### 1.4. CAF Aircraft Recovery:

- 1.4.1. CAF Aircraft on Non-ACC Missions: The aircraft commander or senior maintenance representative with the stranded aircraft will contact their home station AMXS. Utilizing the debrief information the AMXS recommends a recovery strategy to the MXG/CC. The MXG/CC will determine if maintenance recovery is best accomplished organically, or additional assistance is required. If assistance is required contact the AFRC FGC for assistance by calling AFRC Battle Watch 1-800-223-1784 x497-0686 or DSN:497-0686 or Com: 478-327-0686. The FGC will coordinate all required resources, to include MRT transportation for parts, equipment and personnel. AFRC/A4M Weapons System Functional Manager will assist and support the FGC as required. This may require coordinating assistance from other units or Commands. The FGC will remain engaged until the aircraft is returned to a flyable condition and MRT personnel have returned to home station and parts/equipment have been accounted for.
- 1.4.2. CAF Aircraft on CAF Missions: ACCI 21-108 *CAF: Stranded Aircraft Recovery Procedures* outlines procedures to follow when an AFRC aircraft is on a CAF mission. The aircrew or senior maintenance representative, with the stranded aircraft contacts their home station AMXS. After debriefing the AMXS recommends a recovery strategy to the MXG/CC. The MXG/CC decides if recovery is best accomplished organically, or if assistance is needed. If assistance is required, the request is sent from the unit to the Stranded Aircraft Support Team (SAST) using CAF Form 1 *Stranded Aircraft Worksheet* in accordance to procedures outlined in ACCI 21-108. If any additional assistance is required contact the AFRC FGC by calling AFRC Battle Watch 1-800-223-1784 x497-0686 or DSN:497-0686 or Com: 478-327-0686.

# 1.5. Aircraft Recovery not supported by other MAJCOMS:

- 1.5.1. The AFRC FGC will provide/coordinate maintenance advice to aircrews when requested using applicable technical orders and policy guidance. The crew chief/MEGP, if applicable, will update the local MOC with information on significant factors impacting the recovery of aircraft.
- 1.5.2. The AFRC FGC will coordinate with the aircraft commander, flight engineer, crew chief/MEGP, AFRC/A4M representative, tasked unit MOC (as applicable) to relay additional information required by MRTs. AFRC/FGC or crew chief/MEGP, (as applicable) will update the recovery site local MOC with information on significant factors impacting the recovery of aircraft.
- 1.5.3. AFRC/FGC directs and controls the recovery function by receiving and collecting information about broken aircraft that meet FGC recovery involvement criteria as defined in Chapter 3 of this instruction. AFRC/FGC creates and maintains records of logistics status recovery maintenance and logistics history for each aircraft in the Global Decision Support System (GDSS).
- 1.5.4. Successful and expedient recovery of delayed aircraft depends upon accurate and timely communication between field personnel and the FGC. The primary means of relaying information between recovery sites and FGC is via telephone. Contact the AFRC Battle Watch 1-800-223-1784 x497-0686 or DSN:497-0686 or Com: 478-327-0686. If normal

telephone communication is unavailable, use the most expeditious means possible to contact the FGC

- 1.5.5. For aircraft under the control of the FGC, the FGC will determine parts, MRT, and equipment transportation mode/route to the recovery site with the primary objective being the expeditious recovery of the aircraft.
- 1.5.6. Commercial transportation of MRTs and equipment is in many cases the most expeditious method. The FGC will direct commercial transportation if military airlift is not available. The AFRC unit tasked to provide transportation for resources must coordinate through their host Traffic Management Flight (TMF) to arrange for commercial transportation. For equipment, the tasked unit must provide shipping documents with appropriate funding citation. Personnel requiring commercial transportation must provide valid travel orders. TMF will determine the fastest mode of commercial transportation based on the size, weight, dimensions and destination of the parts and equipment. When using commercial transportation, mark all assets for priority handling as "Aircraft on Ground" (AOG).
- 1.5.7. The FGC will notify the tasked unit's MOC, or other applicable agency via telephone after determining tasking requirements.
- 1.5.8. The FGC will ensure requirement of travel clearances, passports, or visa requirements needed the Electronic Foreign Clearance Guide as using https://www.FGC.pentagon.mil/FGC.cfm. The FGC will coordinate with the US Embassy and US Defense Attaché Office (DAO) at the recovery location if required. The FGC will review (if applicable) the *Electronic Foreign Clearance Guide* and provide the format to the unit. The FGC will advise MRT of travel priority, travel clearance requirements, and the need to have "Mission Route Support (MRS) Authorized" and "Mission Essential Ground Personnel (MEGP) Authorized," on travel orders. This enables the MRT to obtain correct travel arrangements from passenger service functions.
- 1.5.9. The FGC will monitor progress of parts, MRT, and equipment in transit to recovery locations and once on site, FGC will monitor status of MRT and/or recovery operations.
- 1.5.10. The FGC will coordinate and monitor the return of MRT members, and equipment to place of origin after the aircraft is returned to mission capable status. Priority transportation is authorized for all resources in both directions.

#### UNIT RESPONSIBILITIES

- **2.1. Maintenance Group Commander Responsibilities.** The Maintenance Group Commander (MXG/CC) or designated representative is responsible for deploying tasked MRTs and equipment to recover aircraft at off station locations when directed by the FGC. Unit resources, including personnel, supplies, and equipment will be made available as tasked to support en route aircraft recoveries, regardless of aircraft ownership. The MXG/CC or designated representative will:
  - 2.1.1. Ensure their unit provides assistance to expeditiously recover aircraft when tasked by the FGC.
    - 2.1.1.1. Ensure the applicable agency immediately notifies the FGC of intent to support tasking and a support timeline or possible shortfall situations. Units may shortfall FGC tasking, but final authority to approve or disapprove unit's shortfall request rests with the HQ AFRC/A4M Division Chief or designated representative. Verbal shortfalls, approved by HQ AFRC/A4M or designated representative, must be followed up with a written letter/e-mail routed to the AFRC/FGC and AFRC/A4M from the MXG/CC, or designated representative on next duty day of the tasking release outlining circumstances driving the shortfall request.
  - 2.1.2. Ensure individuals selected for MRTs are fully qualified to perform and complete all anticipated tasks, including In-Process Inspections (IPI) and Red X sign-offs to include clearing repeat/ recur discrepancies. Additionally, consider the experience level of the individual(s) selected when additional troubleshooting requirements are possible.
  - 2.1.3. Ensure TDY orders are generated to support the MRT tasking. No member will depart Home Station without approved orders. Ensure Mission Essential Ground Personnel (MEGP) authorizations are included on MRT member's orders. Additionally, advance per diem, commercial travel authorization, rental car authorization, excess baggage authorization, and variations authorized will be included. Priority transportation is authorized for all resources in both travel directions.
  - 2.1.4. After identification of the MRT Chief, ensure they are fully briefed of their responsibilities and are familiar with responsibilities listed in Paragraph 2.3.
- **2.2. MOC Responsibilities.** The MOC (unless designated otherwise by the MXG/CC) is the single POC for FGC tasking and information concerning aircraft under FGC control. Timely and accurate information is critical.
  - 2.2.1. Upon receiving a tasking from the FGC, all tasked unit MOCs will follow the procedures outlined below to assist the FGC in assembling the best possible support package. Expediency and attention to detail are critical to successful aircraft recovery.
  - 2.2.2. Upon receiving a Maintenance Recovery Team (MRT) Tasking:
    - 2.2.2.1. The MOC will record the following details provided by the FGC. Aircraft MDS and tail number, location, point of contact and phone number, applicable funding citations (fund cites), all discrepancies requiring support, AFSC and necessary skill level

- of required technicians, part and equipment requirements, mode of transportation and projected date and time of departure, and passport or visa requirements for personnel. The MOC will utilize the data provided to create an aircraft discrepancy in the Maintenance Information System (MIS) (if not previously complied with). Additionally, the MOC will ensure the discrepancy is properly cleared upon notification the subject aircraft is no longer NMC.
- 2.2.2.2. The MOC will immediately notify the Installation Deployment Officer (IDO) of the tasking who will then ensure support through the Wings deployment machine of MRT tasking. The MOC will also contact the applicable Production Superintendent or Senior Maintenance representative when the unit does not have a production superintendent, and inform them of the tasking requirement. The MOC will pass the FGC tasking to them for selection of MRT members and select/source required equipment items. Production Superintendents will follow responsibilities outlined in Chapter 4.
  - 2.2.2.3. The MOC will brief MRT personnel on all duties and responsibilities to include passport/visa/immunization/terrorist/criminal/intelligence threat requirements at recovery site. If necessary contact local agencies, (e.g. UDM, IDO, intelligence, medical group, OSI, etc.) to gather required briefing information. Ensure the MRT is aware of personal equipment requirements, (e.g. A-bags, C-bags, etc.). Ensure the MRT team chief has a current copy of this instruction and fully understands their responsibilities as identified in Chapter 5.
  - 2.2.2.4. The MOC will advise the applicable base agencies of the requirement to move an MRT.
  - 2.2.2.5. The FGC will coordinate country clearance letters if required.
  - 2.2.2.6. The MOC will inform the FGC of MRT names, rank, position (e.g., team chief, AR, etc.), SSN, AFSC and skill level, and Transportation Control Numbers (TCN) for all parts and equipment processed for shipment. Notify the FGC when the tasked MRT and all associated parts and or equipment are ready for movement. Immediately notify the FGC in the event of difficulties with meeting or completing the tasking requirements.
  - 2.2.2.7. The MOC will maintain MRT folders and provide them to each MRT team chief prior to departure. As a minimum, the folder will contain a copy of this instruction and a listing of the phone numbers for AFRC (Force Generation Center), AMC (XOCL), AFSOC (Combat Logistics Operations) and ACC (Stranded Aircraft Support Team) contained in Chapter 1.
  - 2.2.2.8. MOC will coordinate with passenger service for MRT processing procedures, if applicable.
  - 2.2.2.9. MOC will inform the FGC and A4M whenever an engineering disposition request (i.e. 107, ETAR) is required and ensure the FGC receives a copy of the submitted engineering disposition request and a copy of the final disposition.
  - 2.2.2.10. The MOC will notify the FGC when MRT personnel and deployed equipment has returned to home station.
- 2.2.3. The MOC will accomplish the following actions for equipment items not accompanied by MRT:

- 2.2.3.1. MOC will record the following details provided by the FGC: Aircraft MDS and tail number, location, equipment requirements, mode of transportation, and projected date/time of departure.
- 2.2.3.2. MOC will contact the applicable Production Superintendent/Senior Maintenance representative and inform them of the tasking requirement to select and source required equipment items. Refer to Production Superintendent Responsibilities in Paragraph 2.4.
- 2.2.3.3. Notify the FGC when coordination is complete and pass on all TCNs, if used. Immediately notify the FGC in the event of difficulties with fulfilling the tasking requirements.
- 2.2.3.4. MOC will notify the FGC when the deployed equipment has returned to home station.
- 2.2.4. Cannibalization (CANN) procedures are as follows:
  - 2.2.4.1. If parts cannot be provided by other sources, or if available transportation options dictate, the FGC may direct CANN action from an AFRC asset. If a unit is tasked with a CANN action and the CANN action is not feasible, coordinate with the FGC for resolution. Only the GP/CC or equivalent may shortfall a CANN tasking. Shortfall procedures outlined in paragraph 2.1.1.1. apply.
  - 2.2.4.2. The tasked unit MOC will record the following details provided by the FGC upon receipt of a CANN tasking: Aircraft MDS and tail number, location, parts requirements, technical order, figure, and index, part number, national stock number, nomenclature and TCNs, mode of transportation and projected date/time of departure. The tasked unit MOC will also forward as required any blue prints, parts specifications, drawings or other documents required to ensure the correct assets are provided for the recovery.
  - 2.2.4.3. The MOC will contact the applicable production superintendent and inform them of the tasking requirement to select donor aircraft or engine and initiate the CANN action. The production superintendent will coordinate disposition of parts per FGC direction.
  - 2.2.4.4. Notify the FGC when coordination is complete and pass on all TCNs. Notify the FGC when the tasked parts are ready for movement. Immediately notify the FGC in the event of difficulties with the tasking.
- 2.2.5. The following procedures will occur when parts are not accompanied by MRT:
  - 2.2.5.1. The FGC will task the home station unit supply to source any required parts/equipment. When sourcing the assets supply will ensure all items ordered are properly coded to reach the required recovery site destination in the most expedient manner. Supply will determine appropriate shipment procedures based on the recovery location of the aircraft and the relationship between the shipping base and the ownership of the aircraft that is NMC. The unit Supply will notify the FGC when tasked parts have been delivered to the applicable transportation section. Include the date, time, and name of the transportation specialist who received the part(s).
- **2.3.** The Maintenance Recovery Team (MRT) Chief Responsibilities. The MRT Chief is responsible for the proper execution of pre-deployment, deployment, employment/on-scene

recovery, and re-deployment actions. While assigned to the MRT, personnel are directly responsible to FGC and will contact them for resolution of any problems. The MRT will coordinate all requirements through the FGC, the local MOC and local production superintendent (as applicable). If located at a non-AFRC or non-USAF location, coordinate with the FGC, local MOC, Transient Alert, and the aircraft commander (as applicable). The MRT chief is responsible for all parts, equipment, and personnel deployed with or sent as follow up support to MRT locations.

- 2.3.1. The MRT chief will report to the MOC for a mission briefing and receipt of an MRT folder.
  - 2.3.1.1. The MRT chief will ensure all personnel assigned to the MRT are qualified (review AF Form 623, *Individual Training Record Folder* and MIS training run), prepared for and are aware of their part in recovery actions.
- 2.3.2. The MRT Chief will accomplish a history check on the aircraft by reviewing the discrepancy, doing a work unit code or reference designator inquiry in the MIS by reviewing the history for the past 30, 60, and 90 days.
- 2.3.3. The MRT chief will coordinate travel arrangements with the host TMF when directed by the FGC. The MRT chief will notify the FGC of specific travel plans when confirmed.
  - 2.3.3.1. The MRT chief will not self-procure commercial transportation. Travelers who self-procure commercial transportation will not be reimbursed unless they can prove that self-procurement was the only way to meet mission requirements.
- 2.3.4. The MRT chief will ensure proper technical data is available or carried with the team to complete the task.
- 2.3.5. The MRT chief will verify all necessary parts are available and taken with the MRT as directed by the FGC. The MRT chief will coordinate with Aerial Port (if applicable). The MRT chief will open container(s) to ensure the part(s) received are the parts that were ordered. The MRT chief will review repair procedures contained in the applicable technical orders to ensure attaching hardware and any other attaching parts that may have been (or will be) disconnected or damaged in the assembly or disassembly process are available.
- 2.3.6. The MRT chief will ensure all test and support equipment is inventoried, calibrated, has a current inspection that will not come due while deployed and is fully operational, contains all necessary accessory items (i.e., test leads, adapters, etc.), and if applicable, is loaded with the correct software to support the MDS (block and serial number) to be repaired, prior to dispatch.
- 2.3.7. The MRT chief will coordinate with the aerial port to ensure all required parts and equipment are assembled, inventoried, and loaded on the support aircraft. The MRT chief will physically validate the presence and condition of all MRT assets. Small items may be hand-carried by the MRT to prevent loss. Do not check hand-carried items as baggage on commercial flights unless absolutely necessary.
- 2.3.8. The MRT chief will notify the FGC and the MOC if applicable, immediately upon arrival at the recovery site. The MRT chief will make an initial assessment of aircraft recovery requirements and update the FGC of status, provide duty phone, cell phone, e-mail address (if applicable), billeting location, billeting phone number and room extension if

- applicable to the FGC, the local MOC, and the local supporting agency (i.e., Transient Alert (T/A) or flight line maintenance unit). Telephone services are often difficult to arrange at off-line recovery sites. Use the most convenient, expeditious method available. Commercial telephone number is (call collect if necessary), AFRC Battle Watch 1-800-223-1784 x497-0686 or DSN: 497-0686 or Com: 478-327-0686. If you have difficulty contacting the FGC directly, call your home station MOC to relay information.
  - 2.3.8.1. MRT will start work immediately upon arrival, dependent upon availability of the aircraft, field operating hours, and length of MRT duty day. A 16-hour duty day is authorized on the first day only to allow for travel time. The duty day is computed starting at the time of initial report for duty at home station. The MRT chief works under the guidance of the FGC and will coordinate successive duty hours for the MRT. The MRT chief will also coordinate all duty schedule requirements with the local production superintendent (as applicable). The MRT chief will assess conditions at the recovery site and establish a duty schedule with the local production superintendent (as applicable) that balances aircraft recovery needs with proper health and welfare needs of MRT members. Normal work and rest periods are 12-hours of work followed by 12-hours of rest. As a minimum, each MRT member is provided the opportunity for 8-hours of uninterrupted sleep, exclusive of transportation to and from the billeting location and time to eat. MRT members traveling in civilian status must have prior approval to work overtime. When in question, contact the home station MXG/CC or designate representative.
  - 2.3.8.2. The MRT chief will coordinate with the local production superintendent or onsite maintenance supervision to review local operating instructions. MRTs will adhere to local maintenance operating instructions of the location they are deployed.
  - 2.3.8.3. The following procedures will be used to report maintenance progress to the FGC and the local MOC if available:
    - 2.3.8.3.1. The MRT chief will report maintenance and supply status changes and additional requirements (e.g., parts, equipment, and expertise) as they become known. If it is determined that additional equipment is required, check with local maintenance operations and/or facilities for availability. If the equipment is available from a US Department of Defense agency and they will allow its use, advise the FGC of its use on your next call. If the equipment is available from any other source (e.g., civilian contractor, allied military unit, etc.) contact FGC. FGC will ensure that the equipment usage is approved to alleviate any billing conflicts. The aircraft commander is authorized to contract for needed equipment using AF IMT 15, *United States Air Force Invoice*. Any equipment that is not available will be provided to the MRT through FGC coordination.
    - 2.3.8.3.2. The MRT chief will report work progress status every 6-hours or no later than expiration of current ETIC. The MRT chief will keep the local AMC production superintendent informed of all work progress (as applicable).
    - 2.3.8.3.3. The MRT chief will report start time of work, shift changes, and all work stoppages, to include end of shift status or job completion.
- 2.3.9. The MRT team chief will notify the local MOC or FGC whenever an engineering disposition request (i.e. 107, ETAR) is required. The MRT chief will ensure the FGC

- receives a copy of the submitted request for engineering disposition, or final engineering request disposition. The MRT chief will submit request for engineering assistance with assistance from the home station QA representative. If additional assistance is required, contact the applicable HQ AFRC Weapon System Functional Manager or the FGC.
- 2.3.10. The MRT chief will contact the FGC if a discrepancy must be cleared on a system for which no one on the team is qualified. The FGC will follow guidelines in applicable TO 00-20-1 *Aerospace Equipment Maintenance Inspection, Documentation Policies, And Procedures* and AFRC supplement 1 to resolve the issue.
- 2.3.11. The MRT chief will not allow the MRT to work on aircraft not supported by FGC without prior coordination with FGC.
- 2.3.12. The MRT chief will ensure all equipment, parts, and supplies are accounted for and return transportation has been coordinated with FGC prior to return to home station.
  - 2.3.12.1. The MRT chief will ensure equipment that cannot be returned with the MRT has proper documentation of receipt at the recovery site Transportation Office and notifies FGC which items are not being returned, with their return TCNs. The MRT chief will advise FGC of any change in support equipment or supply part TCNs. Under no circumstances will any parts be left behind without a TCN and proper documentation inhand. Additionally, equipment specifically provided in support of the MRT may not be left behind or loaned to any organization, other than an AFRC organization, without written consent from HQ AFRC/A4M.
  - 2.3.12.2. MRT team chief will ensure repair parts are turned in to supply or returned to the owning base to properly clear DIFM details. If the MRT has questions about disposition of assets, they will contact FGC for disposition instructions.
  - 2.3.12.3. If applicable, the MRT chief will submit parts for deficiency reporting immediately upon return to home station.
  - 2.3.12.4. Upon return to home station the MRT chief will immediately notify MOC of their return. The MOC will contact FGC to confirm/relay MRT return. The MRT team chief will also notify their unit production superintendent and section chief upon return to home station.
- **2.4. Production Superintendent Responsibilities.** The tasked unit's on duty production superintendent, or senior maintenance representative when no production superintendent is on duty, is critical to the successful recovery of aircraft under the control of FGC.
  - 2.4.1. The production superintendent will ensure timely and accurate information concerning FGC tasking is forwarded to the MOC.
  - 2.4.2. When informed of an FGC tasking the unit production superintendent will ensure the following requirements are accomplished as applicable:
    - 2.4.2.1. The production superintendent will ensure all required parts and/or equipment are properly sourced and issued to the MRT chief to hand-carry to the deployment site. Items too large or heavy to be carried will be coordinated with FGC. Ensure coordination with Base Supply Equipment Management section concerning deployment of accountable equipment. If CANN actions are directed, coordinate with the MOC to initiate actions on selected aircraft or engine. The production superintendent will ensure

- all required parts and/or equipment are properly prepared and purged prior to delivery to supply or TMF.
- 2.4.2.2. The Packing and crating section at each station maintains a block of TCNs and assigns them as required for the shipment of "maintenance property". Equipment and parts shipped commercially are also coordinated with TMF.
- 2.4.2.3. The production superintendent will verify proper preparation of shipping documents (DD Form 1149, *Requisition and Invoice/Shipping Document*). Include POC and phone number plus a clear address to include building number, street address and US or host nation zip code.
- 2.4.2.4. The production superintendent will ensure timely delivery of tasked assets to the Packing and Crating section.
- 2.4.2.5. The production superintendent will ensure that all items are assigned transportation control number (TCN) and marked as "MICAP". Parts shipped commercial should be marked "Aircraft on Ground" (AOG).
- 2.4.2.6. For equipment only taskings, the production superintendent will ensure equipment includes all applicable accessories, documentation, has a current inspection that will not come due while deployed and is in fully operational condition.
- 2.4.2.7. The production superintendent will record all TCNs and forward information to MOC.

# 2.5. Manpower Funding Requirements:

- 2.5.1. MPA Funding: First request MPA funding when the mission AFRC is supporting is funded by another MAJCOM such as AMC, AFSOC or ACC. Follow the procedures from the supported command to request MPA allocations and obtain necessary fund sites.
- 2.5.2. RPA Funding: Organizations will utilize unit RPA funds to support recovery of one of their assigned aircraft performing an internal AFRC mission such as an Off Station Trainer or local mission trainer.
- 2.5.3. Civilian Overtime: When supporting an MRT for a supporting MAJCOM mission, funding and approval for the overtime request should come from the supporting MAJCOM or supporting MAJCOM unit. Follow the procedures from the supported command to request overtime and obtain necessary fund sites.
  - 2.5.3.1. When supporting an MRT for organic support the owning organization should fund the overtime request.
  - 2.5.3.2. Authorization for projected overtime of an employee supporting an MRT should be documented and approved in advance on an AF Form 428 *Request For Overtime, Holiday Premium Pay And Compensatory Time.*

### **AIRCREW RESPONSIBILITIES**

# 3.1. Aircraft Commander Responsibilities for Stranded Aircraft

- 3.1.1. The aircraft commander is responsible for ensuring aircraft support requirements are reported as expeditiously as possible. Follow the guidance provided in Chapter 1, Section 1.1.1. (Depending on associated command) and the paragraphs below to gain required support:
  - 3.1.1.1. The aircraft commander will ensure the crew chief, or crewmember most familiar with the discrepancy is available to brief FGC. The following information is essential when contacting FGC:
    - 3.1.1.1. Tail number, aircraft type and location.
    - 3.1.1.1.2. Aircraft commander's name, phone number, crew rest location and room number.
    - 3.1.1.3. Mission-essential maintenance conditions, fault isolation number, if applicable, and troubleshooting actions that have been accomplished.
    - 3.1.1.1.4. When discovered.
    - 3.1.1.5. Progress of maintenance actions to date.
    - 3.1.1.1.6. Should parts be required, provide the following:
      - 3.1.1.1.6.1. Noun.
      - 3.1.1.6.2. Quantity.
      - 3.1.1.1.6.3. Part Number.
      - 3.1.1.1.6.4. National Stock Number (NSN).
      - 3.1.1.6.5. Technical Order (TO) Reference--illustrated parts breakdown (TO)(-4).
      - 3.1.1.1.6.6. Work Unit Code (WUC) or reference designator (GO81).
    - 3.1.1.1.7. Advise FGC of available equipment/maintenance support known to exist on-station and who the owner of the equipment is or what unit the maintenance belongs to. FGC will authorize and negotiate for use of the assets. When determined necessary by FGC, the aircraft commander ensures that contractor and/or host services required to support a recovery operation is provided using AF IMT 15 or AF IMT 616, Fund Cite Authorization (FCA).
    - 3.1.1.1.8. Advise the FGC of part requirements, to include nomenclature, position, part number, national stock number (NSN), work WUC, technical order number, figure, and index. If available, host Transient Alert (TA) orders all required parts through the local base supply (some TAs are not allowed to do this per their contract). Aircraft commander or Crew Chief/MEGP contacts the FGC for required parts not available at the recovery location.

- 3.1.1.1.9. Advise the FGC of duty and billeting phone numbers, billeting location and room number for aircraft commander and crew chief as applicable.
- 3.1.2. The aircraft commander in coordination with the MRT (if an MRT is in place) will ensure repairable parts used to repair their aircraft are returned to the correct location to properly clear DIFM details. If necessary contact the FGC for disposition instructions.
- 3.1.3. Aircraft operating on classified missions should contact the FGC or appropriate operations center via secure communications if possible. If secure communications are not possible, contact the FGC and provide as much of the information listed above within the security constraints of the operation. As a minimum, a point of contact, phone number and an unclassified delivery location will be required.
- 3.1.4. Heavy Aircraft: If an MRT has not been assigned and an Engineering Disposition (i.e. 107, ETAR) is required, the Crew Chief/MEGP will ensure the local MOC and FGC is notified of the requirement. The Crew Chief/MEGP will ensure the FGC receives a copy of the submitted Request for Engineering Disposition and a copy of the final engineering disposition. Contact the local home station Quality Assurance (QA) representative for assistance with a 107 if required.

# 3.2. Crew Chief/MEGP Responsibilities.

- 3.2.1. The crew chief/MEGP will comply with all responsibilities outlined in AFI 21-101, *Aircraft and Equipment Maintenance Management* and applicable AFRC supplements and other applicable command guidance.
- 3.2.2. The Crew Chief/MEGP performing duties as a flying crew chief should not depart home station without an approved AF Form 616. If necessary this document provides authorized funding for MRT support from other supporting MAJCOMs.
- 3.2.3. The crew chief/MEGP will provide the FGC a valid phone number along with all other information outlined above to include identifying any known parts, special tools, and equipment requirements. From the time of initial notification, the crew chief will be in *on-call status* and will keep the FGC advised of a current contact phone number.
- 3.2.4. Prior to MRT, parts, or equipment arrival, the crew chief will coordinate with the FGC and local maintenance organization for availability of necessary local equipment and parts.
- 3.2.5. Notify the FGC or the local MOC (as applicable) of the following. Job start time, shift changes, work progress (minimum every 6 hours) and all work stoppages to include end of shift or job completion.

#### LRS AND SUPPLY PROCEDURES AND RESPONSIBILITIES

# 4.1. Supply Procedures:

4.1.1. These procedures apply to all AFRC bases/units in support of stranded aircraft recovery that are assigned to Air Force Reserve Command (AFRC).

## 4.2. Responsibilities:

- 4.2.1. The owning unit LRS will request required asset(s) from the supporting AFGLSC site (635 SCOG or 735 SCOG). If the stranded aircraft is at another base order required item from that base LRS.
- 4.2.2. If Mission Support Kit (MSK), Mobility Readiness Spares Package (MRSP) or other spares kit(s) is/are aboard the down aircraft, the first source of parts is/are these kit(s).
- 4.2.3. Coordinate with TMO to ensure the most expeditious means of transportation is utilized to expedite required asset(s) to recovery location. Note: Use commercial air for all MICAPs.
- 4.2.4. Ensure items are marked properly for shipment through commercial carriers.
- 4.2.5. Return of the Due-In From Maintenance (DIFM) asset(s) back into the Supply system after recovery is a concern. These asset(s) must be controlled throughout the entire recovery process. Asset may be returned to home station with the aircraft or shipped through transportation channels.
- 4.2.6. If asset(s) was/were taken from spare parts kit(s) aboard an aircraft, then maintain asset(s) on the aircraft with the required unserviceable documentation, continue the mission, and return asset(s) to perspective LRS upon completion of mission.
- 4.2.7. If the asset(s) was/were shipped to the recovery location, maintain asset(s) on the aircraft with the required unserviceable documentation, continue the mission, and return asset(s) upon completion to the host LRS.
- 4.2.8. Maintenance personnel may employ maintenance-to-maintenance procedures to ship the asset(s) to the location that is repairing the aircraft.
- 4.2.9. Supply technicians may be required to travel with the aircraft recovery teams. It is preferred that MSL personnel augment this team. However, if this is not possible, select the most highly qualified supply technician.

### 4.3. Funding Aircraft Repairs on AFRC Missions (Reference: AFRC/PIM 08-025)

4.3.1. The referenced 08-025 AFRC Product Improvement Message (PIM) establish a wing funding process to expedite repair of unit-equipped, AFRC mobility aircraft Non Mission Capable (NMC) or reporting Mission Essential (ME) discrepancies when away from home station. Implementation will streamline coordination efforts between the aircraft commander/home unit, TACC/XOCL and AFRC/A30C/A4M to source a Maintenance Recovery Team (MRT).

- 4.3.1.1. The following funding process is directed to speed up the repair of aircraft, minimize mission impact, and save money for aircraft repairs on off-station AFRC training missions.
- 4.3.2. Each units financial management office will prepare an Air Force Form 616, Fund Cite Authorization, with estimated costs identified for a MRT to immediately begin to complete possible repairs for aircraft on off-station, AFRC training missions.
  - 4.3.2.1. The 616 will be issued to the Reserve flying units wing control center (Command Post) and will be used for the travel of recovery teams other than AFRC-assigned. As a guide, travel and per diem costs are based on travel from AMC maintenance support base(s) to enroute mission location(s); a typical MRT consists of three maintenance personnel for a four-day TDY.
  - 4.3.2.2. The AF Form 616 requires strict accountability; funds are available for obligation for a specific period of time and for a designated purpose. Close coordination efforts between the Wing FM/LG/OG must be maintained in estimating costs and monitoring its use.
  - 4.3.2.3. The PIM has been coordinated with HQ AFRC/FMAO/A3O/A4M/A4P. POCs are HQ AFRC/FMAOT or HQ AFRC/A3O.

## 4.4. Munitions Requirements:

4.4.1. When munitions items (e.g. squibs) are required to support en route aircraft, order them through the appropriate local munitions activity. The local munitions activity will support the requirement if possible and be back filled as soon as possible from the aircraft home station munitions activity. If the requirement is not supportable locally, the request will be handled on a case by case basis through the local munitions activity, aircraft home station munitions activity and parent MAJCOM. Under no circumstances should local maintenance requisition the items and arrange for shipment on their own.

CHARLES E. STENNER, JR. Lt Gen, USAFR Commander

#### Attachment 1

#### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### References

AFI 21-101, Aircraft and Equipment Maintenance Management, 26 July 2010

AMCI 21-108, Logistics Support Operations, 16 December 2011

AFSOCI 21-108, Combat Logistics Operations, 10 December 2009

ACCI 21-108, CAF Stranded Aircraft Recovery Procedures, 8 December 2010

AFMAN 33-363, Management of Records, 1 March 2008

TO 00-20-1, Aerospace Equipment Maintenance Inspection, Documentation Policies, And Procedures,

AFRC PIM 08-025, Funding Aircraft Repairs on AFRC Missions

### Adopted Forms

AF IMT 15, United States Air Force Invoice

AF Form 428, Request For Overtime, Holiday Premium Pay And Compensatory Time

AF IMT 616, Fund Cite Authorization (FCA)

AF Form 623, Individual Training Record Folder

AF Form 847, Recommendation for Change of Publication

CAF Form 1, Stranded Aircraft Worksheet

DD Form 1149, Requisition and Invoice/Shipping Document

Electronic Foreign Clearance Guide <a href="https://www.FGC.pentagon.mil/FGC.cfm">https://www.FGC.pentagon.mil/FGC.cfm</a>.

# Abbreviations and Acronyms

**AFGLSC**—Air Force Global Logistics Support Center

**AFRC**—Air Force Reserve Command

**AFSOC**—Air Force Special Operations Command

**AMC**—Air Mobility Command

**AMXS**—Aircraft Maintenance Squadron

ANG—Air National Guard

**CAF**— - Combat Air Forces

**CANN**—Cannibalization

**DIFM**—Due-In From Maintenance

**FGC**—Force Generation Center

**MAF**—Mobility Air Forces

**MAJCOM**—Major Command

**ME**—Mission Essential

**MEGP**—Mission Essential Ground Crew Personnel

**MICAP**—Mission Impaired Capability Awaiting Parts

**MOC**—Maintenance Operations Command

MRSP—Mobility Readiness Spares Package

MRT—Maintenance Recovery Team

MSK—Mission Support Kit

MSL—Maintenance Supply Liaison

NMC—Non Mission Capable

**PIM**—Product Improvement Message

**QA**—Quality Assurance

SCOG—Supply Chain Operations Group